

**CITY MANAGER SEARCH SCREENING COMMITTEE
NOVEMBER 3, 2016, 6:30 PM
CLAREMONT SAVINGS BANK COMMUNITY CENTER
MINUTES**

Members present: Jeremy Biggs, Donald Clarke, Martin Davis, Margaret Hurley, Lawrence Johnson, Donald Limoges, Debora Matteau, Kyle Messier, Robert Porter, Brian Rapp, and Melissa Richmond by roll call.

Members absent: Bethany Yurek

Co-chair Messier called the meeting to order at approximately 6:30 pm. Roll call was taken.

Citizen Input

Bernie Folta, Ward III, mentioned a forum being held tonight by the School Board that will look at their five year plan. He also hoped that the new city manager will do more public outreach and noted that the Somersworth City Manager has a coffee with the Mayor and invites citizen input.

Adoption of Minutes

A few minor corrections were made to the minutes as first distributed, change board to "Committee" and change 2010 to 2016 on the last page. A motion was made by Mr. Rapp, seconded by Mr. Johnson, to accept the minutes as corrected. Motion carried by unanimous voice vote.

Notes from the Chair

Co-Chair Messier thanked Mr. Clarke for setting up the room. This same room will be used on 11/10 for the 6 candidate interviews, and the conference room will be used by MRI for their interviews. Two candidates will participate via skype and the city's IT person will coordinate that. Ms. Hurley will coordinate the lunch for 11/10. Committee members should arrive no later than 8:30. Interviews will start at 9:00 and each interview will be allotted 1 hour and 15 minutes. Dress code for the committee will be professional. Co-Chair Messier noted Ms. Yurek was absent due to a death in the family.

Reading into the record of pertinent statements and discussion.

n/a

Enter into Non Public

A motion was made by Ms. Matteau, seconded by Mr. Rapp, to go into non-public session pursuant to RSA 91-A:3, II (b), the hiring of any person as a public employee, to review interview questions that would not be fair to release publically ahead of time. Motion carried with a unanimous roll call vote. The Committee entered non-public session at approximately 6:45 pm.

Return to Public Session

Public session reconvened at approximately 8:25 pm.

A motion was made by Mr. Rapp, seconded by Ms. Matteau, to seal the minutes of the non-public session in perpetuity because it regards interview questions. Motion carried unanimously by roll call vote.

Schedule Next Meeting

The next meeting of the Committee will take place **Thursday, November 10, 2016, at 8:30 am** at the Claremont Savings Bank Community Center. The Committee will interview the top six candidates.

Adjournment

Motion made by Ms. Matteau, seconded by Mr. Rapp, to adjourn. Meeting adjourned at approximately 8:30 pm.

Respectfully submitted,

Debora Matteau
Secretary